

## CAREER OPPORTUNITY

**OUR MISSION...** To advise, guide and maximize Georgia's real estate portfolio by applying industry best practices in asset, space and transaction management.

Georgia State Properties Commission (SPC) is responsible for the acquisition and disposition of all State owned real property and all real property interests. Additionally, SPC provides leasing assistance to State entities in the location of State owned or commercially owned space.

### Job Information

**Job Type:** Full-Time

**Number of Vacancies:** 1

**Pay Grade:** 16

**Hiring Salary Range:** \$39,038.32 - \$55,000.00

**Location:** Atlanta, GA

**Opens:** November 22, 2013

**Closes:** November 30, 2013

(Must be received by 5 p.m.)

To obtain the detailed job description or to request accommodations for the application process please contact

404-463-5660 or e-mail

[hr-email@spo.ga.gov](mailto:hr-email@spo.ga.gov)

SPC will attempt to meet reasonable accommodation requests whenever possible.

### INTERESTED? Here's What You Need:

Email **resume** in Microsoft Word/PDF format to: [hr-email@spo.ga.gov](mailto:hr-email@spo.ga.gov)

To ensure proper routing/handling of your credentials, copy/paste or type the following in the subject line of your email: **Assistant Land Manager**



**Website:** [www.gspc.ga.gov](http://www.gspc.ga.gov)

# Assistant Land Manager

### Position Overview

**Duties:** Under the general supervision of the Land Manager, responsible for the management of activities related to the acquisition and disposition of real estate assets or an interest in such assets for the benefit of the State of Georgia and its related agencies.

**Agency Specific Qualifications:** Completion of a degree in Business Administration or related field and five (5) years of real estate experience combined with at least three (3) years of experience in the acquisition and disposition of real estate assets including transactions and/or closings.

**Competencies:** Extensive knowledge of real property practices, research and analysis of real property records, acquisitions, dispositions and leasing practices, negotiations, finance, public administration, and project management; ability to understand various transactions, their consequences on the portfolio, reliability and customer satisfaction in order to quickly assess the criticality of issues and potential solutions (high level) and make sound recommendations to the stake holders; strong communication, customer service and problem solving skills; ability to work independently; ability to collect and organize information; ability to plan and prioritize work and knowledge of acquisition and disposition of real property asset practices in the State of Georgia.

If applying for a position that requires a degree, an official college transcript must be furnished. Only educational credentials from an accredited institution will be considered. SPC will select the most qualified applicants for an interview; only those selected for interviews will be updated on the position status.

The selected applicant must furnish the required documentation authorizing work in the United States as well as pass a criminal background investigation and drug screening.

**Due to a large volume of resumes received by this office, we are unable to provide information on your resume status over the telephone. No notifications will be sent to applicants except those who are selected for an interview.**